



**National Environmental  
Laboratory Accreditation  
Conference**

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# **Constitution and Bylaws**

*Proposed Changes*

January 12, 1998



## CONSTITUTION

### ARTICLE I - GENERAL

This organization shall be known as "The National Environmental Laboratory Accreditation Conference" (NELAC) and is sponsored by the United States Environmental Protection Agency (EPA) as a voluntary association of State and federal Officials. The purpose of the organization is to foster the generation of environmental ~~laboratory~~ data of known and documented quality through the development of national performance standards for organizations directly involved in the sampling measurement process ~~environmental laboratories~~, to be implemented by state and federal accrediting authorities in a consistent fashion.<sup>1</sup>

### ARTICLE II - OBJECTIVES

The objectives of the National Environmental Laboratory Accreditation Conference are:

#### A. Forum

To provide a national forum for the discussion of all questions related to standards for ~~environmental laboratory accreditation~~ of organizations directly involved in environmental measurements by officials of the federal government and regulatory officials of . . .

#### B. Mechanism

To provide a mechanism to establish policy and coordinate activities within NELAC on matters of national and international significance pertaining to ~~environmental laboratory accreditation standards~~ of organizations directly involved in environmental measurements.

#### E. Cooperation

To foster cooperation among ~~environmental laboratory~~ accrediting authorities and regulatory officials, and between them and the manufacturing, industrial, business, academic, consumer, and other interests affected by their official activities.

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<sup>1</sup> "The Constitution and Bylaws ~~will~~ shall be reviewed at a later date to accommodate the unique characteristics of the GLP program, taking into consideration the recommendations of the Environmental Laboratory Advisory Board."

## ARTICLE IV - OFFICERS

### SECTION 2 - ELECTIVE OFFICERS

#### B. Nominations and Elections

##### 4. Terms of Office

- a. The Chair, Chair-Elect, and Past Chair, shall serve for a term of one year or until their successors are respectively qualified and elected or appointed. After serving one year as Chair-Elect, the incumbent ~~will~~ shall succeed to the office of NELAC Chair.

**ARTICLE V - APPOINTIVE OFFICIALS**

**SECTION 1 - OFFICIALS, SPECIFIC**

**A. Appointment**

The NELAC Chair shall appoint the Parliamentarian and other officials as needed to conduct ~~NELAC~~ activities not covered by elected officials.

**B. Assumption of Office**

All appointive officials shall take office immediately following appointment and ~~will~~ shall serve through the subsequent Annual Meeting of NELAC unless otherwise requested by the NELAC Chair, or specified in the Constitution or Bylaws.

**ARTICLE VII - AMENDMENTS TO THE CONSTITUTION**

This Constitution may be amended, added to, or repealed at any Annual Meeting under normal NELAC procedures. However, proposed changes must be included in the agenda of the Board of Directors for the preceding Interim Meeting, published in the Recommendations of the Board of Directors in its report, and discussed at the general session of the Board of Directors at the Annual Meeting at which said changes shall ~~will~~ be voted upon.

**ARTICLE VIII - BYLAWS**

**SECTION 2 - AMENDMENTS AND REPEALS OF THE BYLAWS**

The Bylaws may be amended, added to, or repealed at any Annual Meeting under normal NELAC procedures. However, proposed changes must be included in the agenda of the Board of Directors for the Interim Meeting, published in the Recommendations of the Board of Directors in its Tentative Report, and discussed at the general session of the Board of Directors at the Annual Meeting at which said changes ~~will~~ shall be voted upon.

**BYLAWS**

**ARTICLE II - PARTICIPANTS' RECORDS**

**SECTION 1 - TERM OF PARTICIPATION**

Registration for NELAC participation shall be prior to the Annual Meeting each year and ~~will~~ shall cover the period from the beginning of one Annual Meeting to the beginning of the next Annual Meeting.

## ARTICLE IV - BOARD OF DIRECTORS

### SECTION 1 - MEMBERSHIP

- B. The Nominating Committee in recommending candidates for the Board of Directors shall consider geographic and organizational representation.

### SECTION 2 - DUTIES

- I. It develops and implements a strategic plan for NELAC and periodically reviews and updates the plan to address the needs of its various constituencies.

## ARTICLE V - DUTIES OF THE OFFICERS

### SECTION 1 - CHAIR

The NELAC Chair is the presiding officer at the meetings of NELAC and of the Board of Directors, makes appointments to the several Standing and Administrative Committees, and appoints other NELAC officials to perform functions not covered by elected offices to serve during his or her term of office.

### SECTION 2 - CHAIR-ELECT

The Chair-Elect ~~will~~ shall:

A. serve as acting Chair . . .

### SECTION 3 - PAST CHAIR

The most recent still-active Past Chair ~~will~~ shall serve on the Board of Directors, serve as Chair of the Nominating Committee, and perform such duties as may be assigned by the NELAC Chair. The NELAC Past Chair may preside over sessions of the meetings of NELAC as assigned by the NELAC Chair and assist the Chair in the discharge of his or her duties.

### SECTION 4 - DIRECTOR

The Director coordinates all laboratory accreditation activities within EPA for purposes of establishing a single uniform environmental laboratory accreditation system. The Director serves as the link with EPA and other federal department/agency policy makers, those responsible for implementation of the National Environmental Laboratory Accreditation Program, the NELAC Board of Directors, the Environmental Laboratory Advisory Board, and the Accreditation Accrediting Authority Review Board. The Director serves on the Board of Directors as an *ex officio* member and is responsible for the appointment and support of an Executive Secretary to the Board of Directors.

## ARTICLE VI - COMMITTEES

### SECTION 1 - GENERAL

Except as otherwise provided, each Administrative and Standing Committee ~~will~~ shall consist of ten participants, five Voting Members and five Contributors who may not vote. All participants. . .

When necessary, an appointment ~~will~~ shall be made to any of the standing or administrative committees to fill any vacancy for the unexpired portion of the participant's term.

### SECTION 2 - ADMINISTRATIVE COMMITTEES

#### A. Terms

1. Conference Management Committee. The term of service shall be three years; two Voting Members and two Contributors ~~will~~ shall be appointed each of two years and one Voting Member and one Contributor the third year.
3. Membership and Outreach Committee. The term of service ~~will~~ shall be three years. Two Voting Members and two Contributors ~~will~~ shall be appointed in each of two years and one Voting Member and one Contributor ~~will~~ shall be appointed in the third year.

### SECTION 3 - STANDING COMMITTEES

#### B. Duties

8. Sampling and Field Measurement Committee. This committee develops and maintains uniform standards for field measurements and sampling, and coordinates the development of these standards with other standing committees.

### SECTION 4 - SPECIAL COMMITTEES, TASK FORCES AND STUDY GROUPS

Special committees, task forces, and study groups may be established by the NELAC Chair as the need arises or as requested by NELAC. Participants ~~will~~ shall be appointed for as long as deemed appropriate. Upon completion of their assigned tasks, such bodies shall be dissolved by the Chair of NELAC.

## **SECTION 5 - SUBCOMMITTEES**

Upon request of any committee, the NELAC Chair may appoint a subcommittee(s) to assist that committee in fulfilling its responsibilities. The NELAC Chair may appoint Voting Members or Contributors in any combination, as the need arises or NELAC requests. ~~The Chair and participants of the subcommittees are required to operate under the same rules and procedures as the parent committee.~~

## ARTICLE VII - VOTING SYSTEM

### SECTION 1 - HOUSE OF REPRESENTATIVES

#### B. Composition

1. Each State, Territory, Possession of the United States, and the District of Columbia, is authorized one official to serve as its representative in the House of Representatives at the NELAC Annual Meeting. The representative shall be named by the respective Governor or the Mayor for the District of Columbia, and shall remain as the named representative of that State, Territory, Possession of the United States, or the District of Columbia, until such time as the Governor or Mayor appoints someone else, or the individual is no longer an employee of applicable governmental organization ~~the State~~.
2. Each of the eight EPA Assistant/Associate Administrators (Office of Air and Radiation. . .
5. At the discretion of the respective Governor or Mayor, EPA Assistant/Associate Administrator, cabinet level federal department, or the Nuclear Regulatory Commission, an alternate to the House of Representatives may be named to serve when the principal is unable to attend a national meeting of NELAC. In the absence of the principal, the alternate ~~will~~ shall be provided all of the rights and privileges of the principal in the House of Representatives. . .

### SECTION 3 - VOTING RULES

#### C. Voting

At the conclusion of debate on a motion, there shall be a call for the vote, and the vote on the motion ~~will~~ shall be taken in accordance with the following method. . .

### SECTION 5 - SEATING

#### B. Supervision

The Board of Directors ~~will~~ shall control placement and movement of delegates. The Executive Secretary ~~will~~ shall count votes.